

Campus Experience Manager Kean University

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Posted Aug. 8, 2025, set to expire Mar. 27, 2026

Job Title	Campus Experience Manager
Department	Office of Enrollment Marketing
Institution	Kean University Union, New Jersey
Date Posted	Aug. 8, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Communications/Public Relations Graphic Design/Marketing
Job Website	https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Campus-Experience-Manager--Office-of-Enrollment-Services_R3709

Apply By Email

Job Description

The Campus Experience Manager (Managing Assistant Director 2) in the Office of Enrollment Marketing reports to the Director of Enrollment Marketing. The Campus Experience Manager leads the conceptualization and execution of roughly 250 annual admissions recruitment events, in-person and virtually. The Campus Experience Manager has a diverse set of skills that are crucial to the demands of planning, organizing and executing events. This individual will exhibit strong attention to detail, budgeting and financial acumen, problem-solving abilities and project management skills that lend themselves to hosting memorable, effective recruitment events. This individual directly supervises the Admissions Event Coordinator and works with cross-functional teams across the institution, including admissions, campus planning, academics, conference and event services, catering, information

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technology and more. *This position requires travel and a flexible schedule including evening and weekend hours.*

Qualifications: Bachelor's degree from an accredited college; a minimum of two years of professional experience managing events; a driver's license valid in New Jersey; and transportation is required. Experience hosting events in higher education and managing virtual events is preferred. Experience with Slate, Salesforce Marketing Cloud (formerly ExactTarget), Microsoft 365 Suite, Zoom and cloud-based project management software is also preferred. Candidate must have excellent oral and written communications skills.

The ideal candidate is detail-oriented, creative, thrives in a fast-paced environment, and above all is dedicated to providing students and their families with a positive guest experience.

Candidacy review begins immediately and continues until appointment is made. **Please submit your cover letter, resume/CV and contact information for three professional references.** Official transcripts are required prior to the starting date of employment.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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